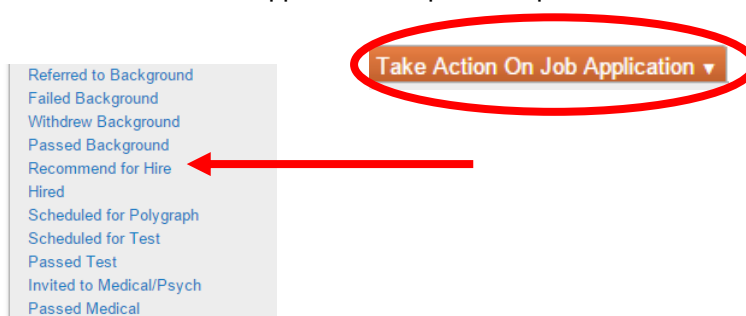# Moving a Job Posting to Position Filled Status

When filling a position, agencies should follow the following steps to move a job posting to a "position filled status". Please note that in order to move a job posting to position filled status, agencies must complete a hiring proposal before a position can be designated as filled.

Step 1: To move a job posting to the final status of Position Filled, select the *Applicants Tab* from within the job posting.
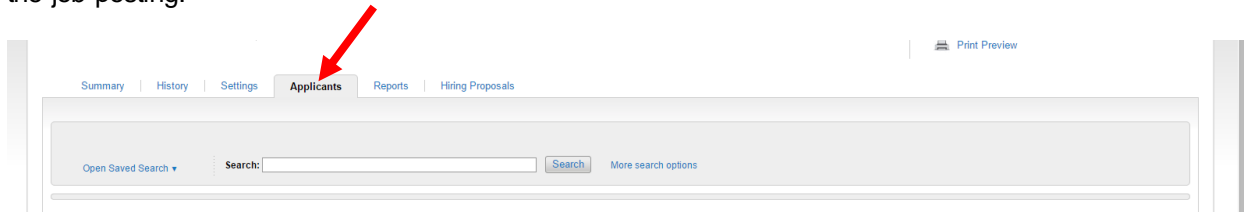
Select the applicant to be hired and change the applicant's status to *Recommend for Hire* from the orange Take Action on Job Application drop-down options.

When the applicant's status is changed to *Recommend for Hire*, the *Start Hiring Proposal* link becomes available. Select the *Start Hiring Proposal* link.
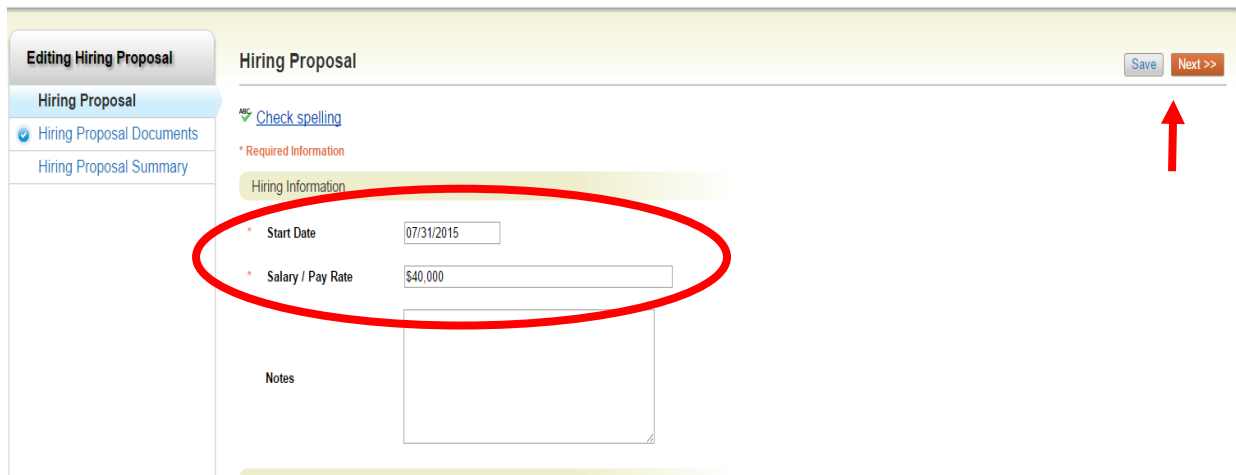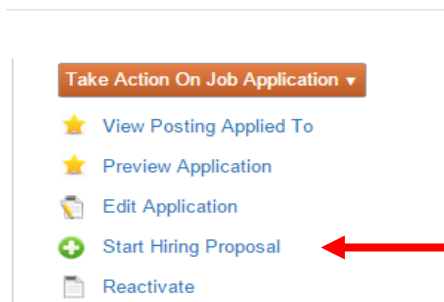

Step 2: To start the hiring proposal, click on Start Hiring Proposal

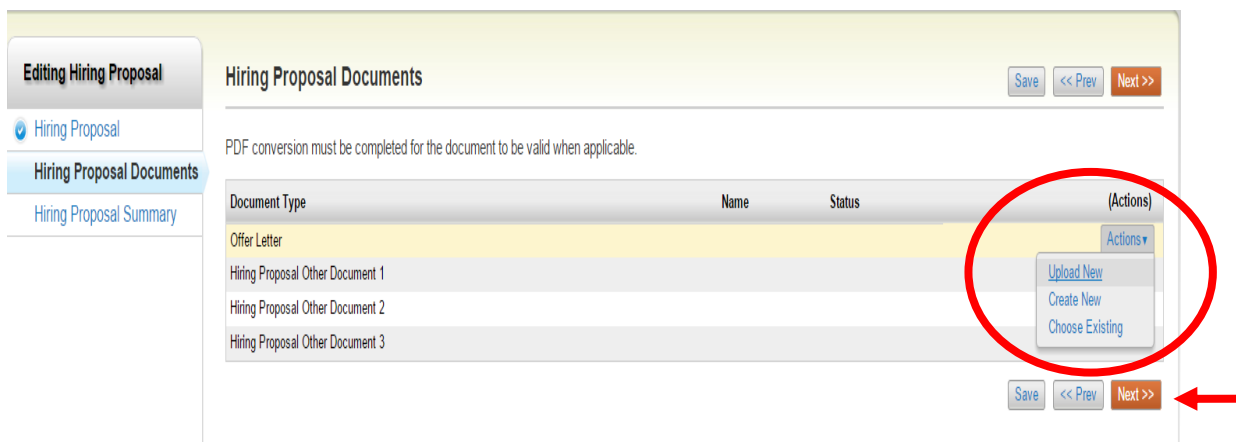7/17/2015 | **Department of Human Resource Management**

Moving a Job Posting to Position Filled Status

Complete the **Start Date** and **Salary/Pay Rate**. Notes may be added if applicable. When you have completed these fields, select **Save** and then click **Next** to proceed.

Then, you may upload documents if applicable. Select the **Actions** button drop-down options for the applicable document(s). **Save** and select **Next** to proceed.

Step 3: Select the orange **Take Action on Hiring Proposal** drop-down option. You can select the workflow action **Hiring Proposal Approved (move to Hiring Proposal Approved)** or select move directly to **Hiring Proposal Approved** or select **Canceled**.

Now you may dispense all other applicants to an inactive status and change the job posting to **Position Filled**.